



CAREER OPPORTUNITY

United States Bankruptcy Court Central District of California

Los Angeles Division
255 E. Temple Street
Los Angeles, CA

Santa Ana Division
411 West Fourth Street
Santa Ana, CA

Riverside Division
3420 Twelfth Street
Riverside, CA

San Fernando Valley
21041 Burbank Boulevard
Woodland Hills, CA

Northern Division
1415 State Street
Santa Barbara, CA

BASIC INFORMATION

Position: Law Clerk

Location: Woodland Hills

Salary: \$ 76,135 - \$ 141,064

Announcement: 22-17

Opening Date: March 17, 2022

Closing Date: Until Filled

POSITION OVERVIEW

The United States Bankruptcy Court for the Central District of California seeks qualified applicants for a Law Clerk position in the Court's Woodland Hills office for a term through August 2023. The Law Clerk is responsible for performing a broad range of duties including: conducting legal research, preparing legal documents such as orders, memoranda, and draft opinions; case management; court calendar monitoring; communicating with counsel regarding case management and procedural requirements; assisting the Judge during courtroom proceedings; analyzing and summarizing case files; and reviewing motions and preparing reports. The successful candidate will have strong organizational, management and communications skills, thorough knowledge of the law and legal procedures, and skill in legal writing. Must have the ability to quickly process and resolve complex issues, possess excellent verbal, written and interpersonal skills. The ability to use Westlaw, Lexis, and Word is highly desirable. Starting salary is dependent upon applicant's qualifications and experience.

QUALIFICATIONS

To qualify for the position of Law Clerk, a candidate must be a law school graduate or be certified as having completed all law school studies and requirements and currently awaiting a degree. One year progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school preferred. Previous experience as an extern or law clerk in the bankruptcy field is preferred.

EDUCATION

To qualify for the position of Law Clerk, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing.

BENEFITS

The Judiciary offers a generous benefits package to its employees which may include:

- 11 paid holidays per year
- 13 days of paid vacation (for the first three years)
- 20 days paid vacation (after three years)
- 26 days paid vacation (after fifteen years)
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance
- Life insurance program with government contribution (optional participation)
- Long-term disability insurance for employee and eligible family members (optional participation)
- Long-term care insurance (optional participation)
- Flexible Spending Account (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)
- Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (employee matching, similar to 401K, optional participation)
- Student Loan forgiveness is available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness (PSLF) program.

INFORMATION FOR APPLICANTS

Applications should be submitted by email to HRApplications@cacb.uscourts.gov. Attached documents must be in PDF format and the email should reference the *position title and vacancy no.* in the subject line. Applications may be mailed or submitted in person to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The [Ninth Circuit EEO Plan](#) is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.